



Vacancy #06-04

**United States Bankruptcy Court
Northern District of Georgia
www.ganb.uscourts.gov**

VACANCY ANNOUNCEMENT

Position:	COURTROOM TECHNOLOGY SPECIALIST
No. of Vacancies:	1
Location:	Atlanta, Georgia
Opening Date:	August 10, 2006
Closing Date:	August 31, 2006 or until filled
Salary:	CL 28 (\$50,957 - \$82,863) Based Upon Qualifications

Description of Duties: The Courtroom Technology Specialist is responsible for providing Chambers and the staff of the United States Bankruptcy Court with technical and administrative support on courthouse technologies. These technologies include, but are not limited to: audio and sound systems, video conference and camera systems, electronic evidence presentation systems, digital/analog recording devices, networked and stand alone PC systems, networked and stand alone printers, and audio/video/network cabling. This position reports to the Information Technology (IT) Manager. The representative duties include, but are not limited to: assisting in the development and implementation of short- and long-range audio/video (A/V) and satellite improvement plans for the court; advising IT Department team and court unit executive in all areas of A/V needs, objectives and capabilities, including anticipation of future requirements and problems; executing implementation plans; establishing, coordinating, and delivering operating procedures and training in equipment and system use and capability within and outside the court unit; establishing, coordinating and maintaining support plans for all A/V systems and equipment; coordinating warranty work, maintenance agreements and timely repair of equipment for all vendor contracts covering A/V equipment, and maintaining repair records for said equipment; coordinating and assisting with on-site repair, configuration, adjustments and replacement of A/V equipment and supplies; maintaining software and documentation to utilize A/V system; working with IT management to devise security mechanisms to protect hardware and software resources; coordinating setup, installation and on-going support for digital audio recordings; providing audio recording transcript requests; assisting the IT team with Help Desk requests, such as supporting PCs, laptops, printers, Court standard applications, networking, BlackBerry support and other duties as assigned.

Mandatory Qualifications: The successful candidate must be a high school graduate or equivalent and possess three years of specialized experience with one or more years equivalent to work at CL 27. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. The successful candidate should have experience that demonstrates knowledge of methods and practices of the planning, establishing and operating processes of A/V systems, PCs, etc., and the ability to manage multiple tasks and priorities and adhere to strict deadlines.

Desirable Qualifications: Have appropriate technical certifications; familiarity with the functions and processes of the courtroom and court in general; proficiency with A/V systems relevant to the needs of the court; excellent analytical, organizational and project management skills, as well as excellent written and verbal communication skills to effectively interact with Judges, contractors, vendors, etc.

COURTROOM TECHNOLOGY SPECIALIST

How to apply: Submit an Application for Judicial Branch Federal Employment or a resume, including salary history, with a cover letter detailing how your qualifications meet the job requirements. Applications are available from the Court's website, www.ganb.uscourts.gov. Submit to United States Bankruptcy Court, COURTROOM TECHNOLOGY SPECIALIST #06-04, PO Box 3349, Atlanta, Georgia 30302. All applicants will be screened to identify the best qualified candidates. Only the best qualified candidates will be invited for a personal interview.

Notice to Applicants: The United States Bankruptcy Court is an **Equal Opportunity Employer**. Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States Bankruptcy Court serve a one year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete a background check. The court will not pay for any interview or relocation expenses. Applicants must be a United States Citizen or eligible to work in the United States.

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The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. As such, the Court's employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for employees of the Executive Branch. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, employees of the United States Bankruptcy Court are considered "exempt" employees and are appointed by the Clerk of Court.

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B E N E F I T S

All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:

- 10 PAID HOLIDAYS
- 13 PAID VACATION DAYS FOR LESS THAN 3 YEARS OF SERVICE
- 20 PAID VACATION DAYS FOR 3 OR MORE YEARS OF SERVICE BUT LESS THAN 15 YEARS
- 26 PAID VACATION DAYS FOR 15 OR MORE YEARS OF SERVICE

SALARY INCREASES:

Employees have excellent opportunity for SALARY INCREASES, based upon performance.

PUBLIC TRANSPORTATION SUBSIDY: OPTIONAL

The Court provides transportation subsidy for eligible employees.

COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL

Employees may enroll in this benefit to set aside money from their gross salary (before taxes are withheld) for eligible commuting expenses incurred when commuting to and from work. Eligible expenses include mass transit expenses, vanpooling expenses, and parking expenses.

HEALTH BENEFITS:

Employees participate in any one of the several health programs offered.

THE GOVERNMENT PAYS A PORTION OF THE PREMIUM FOR HEALTH INSURANCE.

Eligibility For LONG TERM DISABILITY PLAN Options

LIFE INSURANCE: OPTIONAL

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program.

THE GOVERNMENT PAYS ONE THIRD OF THE COST OF THE BASIC LIFE INSURANCE PREMIUM.

FLEXIBLE BENEFITS: OPTIONAL

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE: OPTIONAL

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

RETIREMENT:

Employees participate in the Federal Employees Retirement System (FERS).

THRIFT SAVINGS PLAN: OPTIONAL

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent contributed, each pay period. As a TSP participant, you can invest any portion of your account in the five investment funds.

CREDIT UNION Participation: OPTIONAL